



UNITED STATES DISTRICT COURT  
Southern District of Ohio

## CAREER OPPORTUNITY

**POSITION TITLE:** Resident Architect/Project Manager #05-02

**TERM:** Temporary Year and a Day (minimum appointment, could be extended contingent upon receipt of additional funding and satisfactory performance)

**LOCATION:** Cincinnati, Ohio

**SALARY RANGE:** CL 29 (\$74,820 - \$94,133) depending upon qualifications and experience

**CLOSING DATE:** February 24, 2005 at 5 p.m.

### **POSITION OVERVIEW**

This position is located in the Clerk's Office of the U.S. District Court. The architect will be responsible for representing the District Court's interest in the planning, design, construction and occupancy phases of the second prospectus project in the U.S. Courthouse, Cincinnati, Ohio. The architect will oversee all planning, design, and construction work and coordinate all segments of the project with General Services Administration, the GSA architect, the contractor and the court. The architect will be responsible for review of architectural design and construction drawings and documents, specifications, schedules, and cost estimates to ensure that budgetary and schedule restrictions are adhered to, and will regularly monitor the project for compliance with stated phases and objectives of court space for all court agencies. The incumbent will also act as Facility Manager for three (3) courthouses in the Southern District of Ohio overseeing all tenant alteration projects for the court. This position reports directly to the Clerk of Court. Travel within the Southern District of Ohio is required.

### **REPRESENTATIVE DUTIES**

Provide technical advice and recommendations to Clerk of Court and judges related to space and facilities projects within the Southern District of Ohio. These responsibilities include the coordination of various entities to ensure timely actions on accomplishment of successive phases of the work. Conducts periodic meetings to insure that all concerned parties are advised of and review the requirements, progress, discuss problems and recommends corrective action.

Acts as the court's liaison with Administrative Office of the U.S. Courts, General Services Administration, contractors, Judges and U.S. Marshal Office.

Monitors all design and construction projects through the construction and closeout stages,

reviewing construction to evaluate progress and ensure compliance with contract requirements.

Participates in preconstruction conferences and coordinates construction planning and scheduling for the court. Provides oversight, surveillance and inspection of construction of the project operations on behalf of the court. Oversees the work of the construction management firm to ensure that the court's best interests are being protected.

Reviews construction schedules provided by GSA, the architect and the construction firms to ensure that there are no delays which have an impact on the project delivery. Is responsible for making recommendations or determinations of deviations from schedule changes and actions which alter operational characteristics of the project.

Responsible for development, oversight and coordination of the various phases of projects from development of space requirements, space planning, electrical with voice data requirements, architectural finish and furniture selection through substantial completion and move coordination including telecommunication/data coordination for projects within the Southern District of Ohio.

Oversees the design and construction process of all tenant alteration projects within the Southern District of Ohio.

### **PREFERRED SKILLS**

The candidate must have superior analytical skills; well developed organizational and time management skills; the ability to establish time schedules for completion of projects; and excellent written and verbal communication skills.

The candidate must be able to analyze complex architectural drawings and designs, interpret their content and be able to provide accurate, concise briefings and recommendations.

The successful candidate must be able to produce architectural drawings suited to the Court's needs and coordinate space planning.

Computer literacy with working knowledge of CAD, WordPerfect and spreadsheet applications.

The candidate should have a demonstrated familiarity with the organization, regulation and staffing of the General Services Administration.

Prior experience working on federal projects, preferably courthouses, is highly desirable.

### **SPECIALIZED EXPERIENCE**

The successful candidate will have at least three years of technical/specialized work experience and should have at least six years of project management work experience. This would be defined as having responsibility as the lead or senior manager of major construction/repair projects.

## **EDUCATION**

Applicants must be a graduate of an accredited institution such as a college, university or technical school program, successfully completing a course of study in architecture. Prefer AIA certification.

## **EMPLOYEE BENEFITS**

The U. S. District Court offers an excellent working environment. Court employees are covered by the Court Personnel System and are entitled to benefits that include participation in the Federal Employees Retirement System, choice of a health benefit plan from several options, life insurance, annual and sick leave and Flexible Benefit Program (pre-tax contributions for health care and dependent care expenses), Long Term Disability Plan, periodic salary increases and Thrift Savings program with matching funds. Benefits also include at least 13 paid vacation days and 10 paid holidays per year.

The United States District Court is part of the Judicial Branch of the United States Government. All applicants must be U.S. citizens. Judiciary employees serve under excepted appointments (not civil service) and are *at will* employees. This position is subject to mandatory Electronic Funds Transfer for payment of net pay.

## **APPLICANT PROCESS**

Forward cover letter, resume, portfolio and three (3) professional references to:

Human Resources Manager  
United States District Court  
103 Potter Stewart U.S. Courthouse  
100 E. Fifth Street  
Cincinnati, OH 45202

The court reserves the right to amend or withdraw any announcement without written notice to applicants. Applicants invited for an interview may be subject to a criminal records check. Positions within the U.S. District Court are designated as workplace drug testing positions and applicants considered for a position may be subject to pre-employment drug testing.

**THE COURT IS NOT AUTHORIZED TO REIMBURSE CANDIDATES FOR TRAVEL IN CONNECTION WITH AN INTERVIEW OR PAY FOR ANY RELOCATION EXPENSES.**

**THE U. S. DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER AND VALUES DIVERSITY IN THE WORKPLACE**